



Grand Rapids Fire Department Self-Inspection Checklist

Fire Prevention : 456-3900

Webpage: www.grfire.org

The following checklist represents some general fire inspection components, yet does not encompass all aspects of the Fire Code. **This checklist is provided to give you the opportunity to correct deficiencies in your facilities prior to a Fire Department inspection .** Please contact the Grand Rapids Fire Prevention Bureau if you have any questions.

EXTERIOR

- ☐ **Address** visible from street (minimum 4" tall).
- ☐ **Exits Clear.** Nothing blocking the exits on exterior.
- ☐ **Gas Meter** protected from vehicle impact.

EXITS

- ☐ **Unlocked.** Exit doors unlocked.
- ☐ **Exits Clear.** Nothing is blocking the exits.
- ☐ **Exits Marked** with exit signs.¹
- ☐ **Exit Enclosures Free of Storage.** (i.e. stairwells and enclosed exit hallways)
- ☐ **Exit Doors Swing Out.**¹
- ☐ **Exit doors operate.** Door easily opens and does not stick.
- ☐ **Exit doors visible.** Draperies, mirrors, etc. shall not cover exits.

EXIT SIGNS AND EMERGENCY LIGHTS¹

- ☐ **Exit Signs Lit.**²
- ☐ **Exit Sign Backup Power Operable.**
- ☐ **Emergency Lights Throughout.**
- ☐ **Emergency Lights Operable.**

FIRE EXTINGUISHERS

- ☐ **Present.** Minimum 2A10BC rating. Higher extinguisher ratings may be required if higher hazards present.
- ☐ **Accessible.** Nothing is blocking access to extinguishers.
- ☐ **Mounted.** Minimum 4" from floor. Handle no higher than 48".
- ☐ **Inspected and Tagged Annually** by qualified contractor.

ELECTRICAL

- ☐ **Electrical Panel Accessible.** Min 2' to sides/3' to front.
- ☐ **Panel Openings** must be covered with breaker or blank tab.
- ☐ **Covered.** All outlets, junction boxes, switches have covers.
- ☐ **Free of Heat Damage** (i.e. charring, melting, evidence of arcing).

EXTENSION CORDS

- ☐ **Not Substituted** for permanent wiring.
- ☐ **Not Run Through Walls,** floors, ceilings, doors or rugs.
- ☐ **Good Condition** without splices, deterioration, or damage.
- ☐ **Not Used with Appliances** like refrigerators, freezers, toasters.
- ☐ **Surge Protectors** must be plugged directly into an electrical outlet (Not another surge protector or extension cord).

GENERAL

- ☐ **Good Housekeeping.** Combustible waste not accumulating in the building.
- ☐ **Storage** minimum 2' down from ceiling in nonsprinkled buildings.
- ☐ **Heating Appliances.** Storage at least 3 feet from furnace, water heater, and other heat producing appliances.
- ☐ **Flammable Liquids** in approved containers (less than 10 gallons in approved flammables cabinets).
- ☐ **Fire Doors**³ self-close and latch.
- ☐ **Fire Doors** do not have holes or missing door hardware.

1. Only required in buildings and spaces where more than one exit is required (i.e. your building or space has more than one exit).
2. If using glow-in-the-dark exit signs, they must have the UL label on them and be rated to glow for 90 minutes.
3. Fire doors are typically located on enclosed stairways and enclosed exit hallways. They can be identified by their oval shaped label that is often located on the edge (hinge-side) of the door.

Please Note !!!

All building alterations, including changes in exiting , and changes in the use of a building (i.e. warehouse to a factory, or business offices to a restaurant, etc.) must be approved by the Building Department . In a factories or warehouses, changes in use may include changes in the type of materials being stored if the new materials are a higher hazard (i.e. changing from storing metal part s to storing tires). Please contact the Building Department at [456-4100](tel:456-4100) if you have any questions.

SMOKE ALARMS SAVE LIVES

FIRE PREVENTION OFFICE, 38 LAGRAVE S.E., GRAND RAPIDS, MICHIGAN 49503
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Fire Prevention Inspection Procedures and Fees

Procedures

A Fire Inspector will conduct the inspection with a representative of the business. The Inspector will access all spaces in the business/building, so ensure the representative has access to all spaces. Any access issues you have must be relayed to your Fire Inspector prior to the inspection.

No Violations: If no violations are noted, the case is closed and a reduction in associated fees or no fee will be applied.

Violations: If violations are noted the following will occur.

Initial Inspection

1. The violations will be identified on an inspection report that will be provided to the business representative.
2. Correction of the violations are required within time specified by Fire Inspector.
3. A field inspection and administrative fee will be applied.

2nd Inspection (Re-Inspection)

Violations Corrected: If the violations have been corrected, the case is closed and no additional field inspection fees will be applied. Administrative fees may be applied.

Violations Not Corrected:

1. The violations will be identified on an inspection report that will be provided to the business representative.
2. **A Warning of Prosecution Action letter from the City Attorney may be sent and legal action taken if the violations are not corrected in 7 days.**
3. Additional field inspection and administrative fees will be applied.

Fees

<u>Type</u>	<u>Fee</u>
Field Inspection (Fee waived if inspection is compliant)	\$68.60/hour (1-hour minimum)
Administrative rate.....	\$68.60/hour to nearest half hour
Work Progress Inspection.....	No Fee
Failure to keep appointment.....	\$35
Failure to arrange for re-inspection.....	\$35
Failure to provide entry for scheduled inspection.....	\$35
Special Inspection after normal business hours.....	\$97.75/hour per Fire Inspector
Attorney Warning Letter.....	\$130
Notice of Violation (NOV).....	1 st NOV— No Fee